

FY 2020 Supplemental Provisions for SHIINE

A. The Grantee agrees to:

1. Recruit and train volunteers for region.
2. Follow SHIINE policies on protecting personal information and data transmission methods that are acceptable.
 - i. Electronic transmission of personal information is only acceptable if the email is encrypted.
3. Work with SHIINE Director and other Regional Coordinators to develop plan for educational activities to be completed within designated timeframes for volunteers and beneficiaries.
4. Securely maintain volunteer records for region, including required screening processes (e.g. application, interviews, reference checks, background checks).
 - i. Maintain contract for background checks recommended by Administration for Community Living (ACL) and approved by SHIINE Director.
5. Comply with Volunteer Risk Program Management (VRPM) Policies and protocol presented in the Regional Coordinator Handbook and Volunteer Handbook.
6. Provide or arrange for insurance for volunteers.
7. Provide a minimum of one (1) Medicare education event per county in region.
8. Provide weekly Medicare Part D enrollment events and one-on-one enrollment opportunities during Part D open enrollment.
9. Provide Low Income Subsidy (LIS) one-on-one enrollment opportunities to eligible beneficiaries.
10. Written monthly report of activities to SHIINE Director on provided monthly report form. This report must include disclosure of individualized expenditures incorporated into the overhead and/or indirect expenditures including all wages broken down into full and part time staff by hours worked and wages paid.
11. Provide advance notice of planned activities to SHIINE Director.
12. Request draw down of funds, maintain financial records of SHIINE expenditures for region, and report same to SHIINE Director.
13. Provide monthly material to SHIINE Director to keep SHIINE website up-to-date and accurate.
14. Ensure volunteers report counseling and outreach activities throughout region into designated data systems for SHIP, MIPPA and SMP efforts.
15. Assist SHIINE Director in coordinating activities and establishing Memorandums of Understanding with existing and new SHIINE partners in region.
16. Other duties necessary to carry out needed educational activities as approved by SHIINE Director.
17. Ensure a minimum of two outreach events are held at each Native American reservation in each region per year.
18. Provide monthly reports to the SHIINE Director proving active recruitment efforts.